Is this a volunteer position?

No, Election Officers get paid for their services.

Chief Officer	\$200
Assistant Chief Officer	
Election Officer	\$100

What are the hours of service?

Election Officers arrive at the polling place at 5:00 a.m. and remain until all work is completed after the close of polls. The polls are open from 6 a.m. to 7 p.m.

Where will I be working?

Whenever possible, Election Officers are assigned to their "home" precinct. However, if there are no vacancies at your polling place, you may be assigned to a nearby precinct. Unassigned officers are asked to serve as "standbys" to fill in for scheduled officers who cannot serve.

What will my duties be on Election Day?

- Arrive at the polling place at 5:00 a.m. and remain until all assigned duties have been completed.
- Set up voting equipment and prepare the polling place for voting.
- Process voters by checking names against a list of registered voters.
- Admit voters to voting machines.
- Tally results.
- Close the polling place.
- In addition, the Chief Officer is responsible for returning materials to the Government Center on election night or by noon the day following the election.

Another interesting opportunity is working in the Central Absentee Precinct (CAP).

- Officers work in teams to process mailed-in absentee ballots using optical scan voting equipment.
- Check names of voters against lists of absentee ballot applicants.
- Tally results of mailed-in and inperson absentee ballots.
- No standing is required.
- Absentee results are reported at the end of the night and are included in the unofficial results for the county.

What training is required?

Each election officer is required to attend training provided by the Office of Elections. Chief and Assistant Chief election officers are required by the Code of Virginia, § 24.2-115, to attend training prior to every election in which they serve. Classes, lasting about 2 hours, are held in mid-October at several locations around the county. Additional classes are held prior to special and primary elections. Training class schedules are made available online prior to elections.

When are elections scheduled?

- General Elections are held each year on the Tuesday following the first Monday in November.
- If primaries are called by the political parties, they are held on the second Tuesday in June. Presidential primaries are held on the second Tuesday in February of Presidential Election years.
- Town elections are held on the first Tuesday in May (Clifton, Herndon and Vienna).
- Special elections are scheduled as necessary.

Name			
Address			
City Zip + Four			
() Home Phone			
() Work Phone/Cell Phone			
work Phone/Cell Phone			
Last 4 digits of Your Social Security Number			
Date of Birth			
E-Mail Address			
On Election Day, I would like to work at: My Precinct A Nearby Precinct CAP(Central Absentee Precinct) Where Needed Most			
On Election Day, I would like to represent: (Must Check One) Democratic Party Republican Party	HERE		
I also agree to represent either party when so needed at the polls: Yes No	НЕ FOLD	e	
In addition to fluency in English (required), I am also fluent in the following languages (please specify).	FOLD H	way Suite 32:	
I do not hold elective office, paid or unpaid, under the government of the United States, Virginia, or any Virginia county, city or town, and am not the deputy or employee of an		sctoral Board nt Center Parkway Suite 323 2035-0081	

Date

For your convenience there is a return address label on the reverse side.

elected official.

Signature

Fairfax County Electoral Board 12000 Government Center Park Fairfax Virginia 22035-0081 (703) 324-4735 PLACE STAMP

HERE

SECRETARY FAIRFAX COUNTY ELECTORAL BOARD 12000 GOVERNMENT CENTER PKY STE 323 FAIRFAX VA 22035



How to be an Election Officer in Fairfax County, VA Work At the Polls on Election Day!

Dear Registered Voter,

On Election Day, more than 3,000 of your neighbors serve the voters in Fairfax County by working as Election Officers. You can be one of that number. As an Election Officer at one of our polling places, you would play an active role in ensuring the on-going success of the electoral process.

We need dedicated individuals who take pride in their work, are patient and enjoy working with people, and who take direction well and are detail-oriented. You may be just the person we are looking for!

What are the requirements to be a poll worker?

- Be a registered voter in the Commonwealth of Virginia.
- Do not hold elected office nor be the employee of an elected official.
 - Enjoy meeting people and serving the public.
- Be able to take direction, pay attention to detail and not be easily distracted.

 - Be available to work the entire day on Election Day **OR** If working a split shift, meet all split shift requirements and deadlines. Complete and return an Election Officer application.
- Be willing to represent one of the two major political parties, as required by law.

Be appointed by the local Electoral Board as an Election Officer.

Please read the enclosed information, complete the application and return to us using the self-mailer.

Thank you for your interest in serving as a Fairfax County Election Officer. The Electoral Board greatly appreciates those citizens who help us make our elections work.



Fairfax County Electoral Board
12000 Government Center Parkway, Suite 323
Fairfax, VA 22035
To request reasonable ADA accommodations, call the Electoral Board at Telephone: 703-324-4735 Fax: 703-324-4706
TTY: 711 (Virginia Relay)
E-mail: elect@fairfaxcounty.gov/eb
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